

## FAQ

The purpose of the Mentoring program is to support and help you with any questions or worries you might have. We would like to provide you with the answers to some questions that might arise in advance. Do you wonder about...

... finances?

... administrative duties & important documents?

... the language?

... everyday life?

... university?

### ... finances?

**Question:**

*Do I have to pay any college tuition as a student of the University of Osnabrück?*

**Answer:**

Yes, both German and International students have to pay about 350€ each semester. This payment is the social fee (e.g. for the semester ticket for public transport in Osnabrück and its surroundings). For more information follow this link:

[https://www.uni-osnabrueck.de/en/prospective\\_students/degree\\_seeking\\_students/fees\\_and\\_financing.html](https://www.uni-osnabrueck.de/en/prospective_students/degree_seeking_students/fees_and_financing.html)

**Question:**

*Is there any financial aid for International students available?*

**Answer:**

There are several ways to get financial help in case of an emergency. The ASTA (<https://www.asta.uni-osnabrueck.de/>) and the International Center of the university offer you some help if necessary.

Students from developing countries (no matter what confession they belong to) can contact the Protestant students community (<https://www.esg-osnabrueck.de/>). The Catholic students community (<http://www.khg-os.de/>) offers similar ways of support.

For further information follow this link:

[http://www.uni-osnabrueck.de/en/prospective\\_students/service/fees\\_and\\_financing.html](http://www.uni-osnabrueck.de/en/prospective_students/service/fees_and_financing.html)

**Question:**

*Where can I apply for scholarships?*

**Answer:**

The International Center offers advice for concerns like that. Moreover these homepages provide information on that topic:

[http://www.stiftungen.org/index.php?strg=87\\_124&baseID=129](http://www.stiftungen.org/index.php?strg=87_124&baseID=129)

<https://www.daad.de/deutschland/stipendium/datenbank/de/21148-stipendiendatenbank/>

<http://www.stipendiumplus.de/>

**Question:**

*Where can I open a bank account?*

**Answer:**

To pay the rent, your health insurance and so on, you need a bank account in Germany. Many banks offer free of charge bank accounts for students. More information on that topic will be provided during the Welcome Week.

**Question:**

*Ist es teuer in Osnabrück zu studieren?*

**Answer:**

In general the costs of living in Osnabrück are very low compared to other cities. Also, you can try to get scholarships. Here is an overview for you if you want to study in Osnabrück:

**Expenses**

Around **€ 700** per month is required for living in Osnabrück and for paying for the following necessities (all costs are estimates):

**books, photocopying and study material:**

between € 25 and € 50 per month

**rent:**

about € 150 to € 350 per month

**health insurance:**

approx. € 90 per month

**meals:**

Inexpensive lunch (ca. € 3 daily) is available at the student restaurant (Mensa) run by Student Services. In addition, between € 75 and € 130 is required every month to prepare further meals at home.

**Student contributions (social fee):**

Each semester, German and International students have to pay about approximately € 350 social fee (e.g. for the semester ticket for public transport in Osnabrück and its surroundings).

**Question:**

*Can I work while studying in Osnabrück?*

**Answer:**

International students who do not come from the EU, or who come from one of the new EU countries (membership since 2013) can usually work up to 120 full or 240 half days a year without a work permit. If you wish to work longer than that you need a work permit.

Please visit the address:

Bundesagentur für Arbeit  
Johannistorwall 56  
49080 Osnabrück  
Tel: +49 1801 555111  
E-Mail: [osnabrueck@arbeitsagentur.de](mailto:osnabrueck@arbeitsagentur.de)  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

**Income tax card**

Almost all student jobs require an income tax card (Bescheinigung für den Lohnsteuerabzug), which can be obtained from the Tax Office (Finanzamt).

Address: Finanzamt Osnabrück-Stadt  
Süsterstraße 46/48  
49074 Osnabrück  
Tel: +49 541 354 0

**Question:**

*How can I find a job?*

**Answer:**

Besides advertisements in the university (Schwarzes Brett: [http://www-old.uni-osnabrueck.de/SchwarzesBrett/standard\\_en/schwarzesbrett.php](http://www-old.uni-osnabrueck.de/SchwarzesBrett/standard_en/schwarzesbrett.php)) and the local press you can try the job agency of the Bundesagentur für Arbeit (<https://www.jobcenter-osnabrueck.de/>). The Bundesagentur für Arbeit cannot provide part-time jobs but you can find newspaper there in which you can look for current job offers.

### **Working as a student assistant**

Positions to work as a student assistant at Osnabrück University are often available. You do not usually need a work permit for this kind of job, since it is usually assumed that the work is closely linked to your studies. Please note, however, that you do require an income tax card.

### **Application training**

The Job information center (german: "Berufsinformationszentrum") (address: Johannistorwall 56, 49080 Osnabrück) offers a coaching for job applications for international students. You can make an appointment there one or two weeks in advance and then go there to ask for some advice for your application. It is even possible to take all the application documents directly with you to check whether forgot anything important.

## **... administrative duties & important documents?**

### **Question:**

*Do I have to declare my new place of residence and if so, where can I do this?*

### **Answer:**

Arriving in Osnabrück it's the responsibility of German as well as International students to declare their new place of residence during the first week. You can do that at the register office. This civic duty applies to family members of the Internationals as well. Every person who moves to the city must register individually.

In Osnabrück:  
Ausländerbehörde Osnabrück  
Stadthaus 1  
Natruper-Tor-Wall 2  
49076 Osnabrück

### **Question:**

*Do I need health insurance as a student in Germany?*

### **Answer:**

Yes, all students under 30 years studying in Germany require adequate health insurance.

If you follow this link, you will get more information on that topic:

[https://www.uni-osnabrueck.de/en/prospective\\_students/service/health\\_insurance.html](https://www.uni-osnabrueck.de/en/prospective_students/service/health_insurance.html)

For further information please contact one of the statutory health insurance companies, which you will find in the "Gelbe Seiten" (Yellow Pages: <https://www.gelbeseiten.de/>). Information is also available from the International Office.



In case you would like to see a doctor in Germany, please note that there is no doctor or medical center at the university. Please contact a doctor close to your home (general practitioner: “Hausarzt”, “Internist”). You will find information about doctors (also specialists) in the “Gelbe Seiten”. Please always bring your health insurance card with you when seeing a doctor.

Furthermore, we strongly recommend taking out private accident and liability insurance for your stay in Germany. More information is available from the International Office.

Also if you have further questions, you're welcome to contact the International Center.

**Question:**

*Where can I get an International Student Identity Card (ISIC)?*

**Answer:**

If you bring a passport photo, you can request the ISIC at the AStA of the University of Osnabrück (Alte Münze 12, 49074 Osnabrück) or at the travel agency STA Travel (Neumarkt 11, 49074 Osnabrück).

**Question:**

*Are there any ways to be exempted from the broadcast fee obligation (Rundfunkbeitrag)?*

**Answer:**

The student service of Göttingen provides information about the broadcast fee obligation and its exemption: <https://www.studentenwerk-goettingen.de/index.php?id=1639&L=1>

## ... the language?

**Question:**

*How can I improve my language skills during my stay abroad?*

**Answer:**

The language office offers free of charge language courses during the semester. For more information on that topic, follow this link: [www.uni-osnabrueck.de/sprachenzentrum](http://www.uni-osnabrueck.de/sprachenzentrum) (in German)

There are special technical language courses for international students studying law, business, humanities or social sciences as well. For more information please contact the Language Center:

[sprachenzentrum@uni-osnabrueck.de](mailto:sprachenzentrum@uni-osnabrueck.de)

Also, in StudIP you can register for self-study times in the computer room. There you get access to language-learning-programs and software with which you can practice your German on your own.

#### Tandem language learning

The Tandem program involves two people with different native languages meeting on a regular basis, so as that both participants can improve their knowledge of the respective foreign language. For more information please see:

[www.uni-osnabrueck.de/sprachenzentrum](http://www.uni-osnabrueck.de/sprachenzentrum) (in German)

Apart from what the university offers, you can find many opportunities to improve your language skills online

- German Language Trainer A1 (<https://www.goethe.de/de/spr/ueb/dt1.html>)
- Vocabulary Trainer (A1 Level) with translation from German to Albanian, Arabic, Bosnian, Chinese, English, French, Macedonian, Persian, Russian, Serbian, Thai, Turkish, Ukrainian and Vietnamese; besides, you can add your own vocabulary (<https://www.goethe.de/ins/cn/de/spr/ueb/vok.html>)
- Online Community with exercises and communication opportunities according to your individual language level ([https://www.goethe.de/prj/dfd/de/home.cfm?wt\\_sc=dfd](https://www.goethe.de/prj/dfd/de/home.cfm?wt_sc=dfd))
- Test your language level (<https://learngerman.dw.com/de/placementDashboard>)
- „Einstieg Deutsch“ helps you with vocabulary for appointments with a doctor or authorities, for emergencies, or other different situations (<https://portal-deutsch.de/unterrichten/deutsch-unterrichten/einstieg-deutsch-die-app/>)
- Lea
- rn German with music (<http://www.welcomegrooves.de>)
- Duolingo: Learning German step by step (<https://www.duolingo.com>)

#### **Question:**

*Where can I register for language courses at the University?*

#### **Answer:**

To register for a German language course you have to do a placement test first. The result will determine which level (A1, A2, B1, B2, C1/C2) you are and thus which course you can enroll. You can register for the placement test in the language office. You will find further information by following this link:

<http://www.uni-osnabrueck.de/index.php?id=433> (in German)

## ... everyday life?

### Question:

*Whom can I ask if I have general problems?*

### Answer:

There are specialized counseling services. Their employees will help you with coping with daily life. There you can find help concerning not only problems in daily life, e.g. dealing with letters from official agencies, but also questions about handling of studies and personal challenges.

### Psychosocial counseling center of the Studentenwerk Osnabrück

Sedanstraße 1

49076 Osnabrück

Phone: 0541 969-2580

Fax: 0541 969-2500

Bus connection: Bus stop Sedanplatz; Bus routes 11, 12, 13, 21, R11

Go to the counseling service before your problems will grow too big and result in severe consequences. Often an early discussion of difficulties can prevent an escalation.

Office hours:

Mondays through Thursdays: 9:00 am - 12:00 pm & 1:00 pm - 4:00 pm

Fridays 9:00 am - 1:00 pm

Every Tuesday between 10:00 a.m. and 12:00 p.m. there are open consultation hours. You can get counseling without any beforehand appointment.

Of course you can also make an appointment via e-mail:

sozialberatung@sw-os.de

Homepage:

<https://www.studentenwerk-osnabrueck.de/en/counseling/social-counseling.html>

### Question:

*Where can I get internet access?*

### Answer:

Every faculty of the University of Osnabrück offers internet access at a so called "CIP-Pool". This is a room equipped with computers for students of the respective faculty. If you didn't get your password yet, there are some cyber cafes you can use as well. At a small charge you can make use of the internet there.

**Question:**

*Where can I post letters in Osnabrück?*

**Answer:**

There are several post offices in Osnabrück. You can find the different locations if you follow this link:

[http://standorte.deutschepost.de/Standortsuche?standorttyp=filialen\\_verkaufspunkte&lang=de&original\\_entered\\_city=osnabr%C3%BCck&ort=osnabr%C3%BCck&period=0](http://standorte.deutschepost.de/Standortsuche?standorttyp=filialen_verkaufspunkte&lang=de&original_entered_city=osnabr%C3%BCck&ort=osnabr%C3%BCck&period=0)

**Question:**

*I'd like to do some sports - are there any opportunities?*

**Answer:**

The University of Osnabrück offers a big selection of sports. Most of them are free of charge and some do require a small fee per semester. Further information can be found on:

<http://www.zfh.uni-osnabrueck.de/>

**Question:**

*Which mobile contract is the best?*

**Answer:**

The easiest way is to ask your classmates which contracts they have. Most of the time having the same provider guarantees the cheapest way to call each other.

**Question:**

*I have been admitted, where can I live?*

**Answer:**

As in almost every German city it isn't easy to find an apartment in Osnabrück. Besides the students' halls of residence you can also rent a room in a shared apartment ("Wohngemeinschaft = WG").

You should ensure a written tenancy agreement is made once you have chosen a room or apartment. When you rent an apartment you are usually the main tenant (Hauptmieter). If you are only renting a room, then you are a subtenant (Untermieter), and as a subtenant you should know that you do not have the same rights as the main tenant. When you become a subtenant, be certain that you sign a subtenancy agreement (Untermietvertrag).





## Accommodation

### Student halls of residence

International students can apply for a place in the residence halls directly at the Student Welfare Services. They offer inexpensive lodgings for about 1,700 students. The rent ranges from € 150 to € 350 per month. If you wish to apply for a room or would like to get further information about private accommodation you should contact

Address: Wohnraumzentrale des Studentenwerks  
Ritterstrasse 10  
49074 Osnabrück  
Tel: +49 541 33107 30 (switch-board)  
E-mail: [wohnen@studentenwerk-osnabrueck.de](mailto:wohnen@studentenwerk-osnabrueck.de)  
<https://www.studentenwerk-osnabrueck.de>

You can also ask the Student Welfare Service for a list of private housing offers. In this case, it is not a room in the residence halls but a room from private persons who report to the dormitory if they have spare rooms. To receive access to this list you can contact them by mail: [wohnen@sw-os.de](mailto:wohnen@sw-os.de)

## Housing market

Due to a high demand at the beginning of the semester the places in the residence halls are taken quite quickly. New students must take into account that they might have to wait before being offered a room in one of the halls of residence. Therefore you should start your search for accommodation in good time (see below) and be ready for compromises, i.e. to accept unattractive lodgings for your first period of stay in Osnabrück.

You should start your search at an early date, at the latest after receiving your letter of admission. If necessary, you may have to consider renting a room before semester begins, just to ensure you have a room. There is always a very high demand for rooms at the beginning of the academic year. The high demand in the city often leads also to higher rents. Since students at Osnabrück University can use public transport in and around Osnabrück for free, you should also consider renting outside the city. You may also like to consider contacting Osnabrück landlords and housing associations together with other students, in order to obtain a larger flat for sharing. This can be beneficial not only from a financial point of view. Ensure that each member of the shared flat receives their own individual housing contract.

You can also advertise for a room in the "Neue Osnabrücker Zeitung" at <https://www.noz.de/> or at Osnabrück University's virtual notice board at: <http://www-old.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php>



In the following, we provide you with some more advice and addresses to help you find an accommodation.

### **Newspapers and Internet**

A popular website for finding shared flats is: <https://www.wg-gesucht.de/>

Besides that, you can check the housing advertisements in the local press on Wednesdays and Saturdays or otherwise put an advert in the paper yourself:

Address:

Neue Osnabrücker Zeitung (NOZ)

Große Straße 17-19

49074 Osnabrück

Tel: +49 541 310-0

Advertisements: +49 541 310 310

<http://www.neue-oz.de>

You can also ask for the housing part of the "NOZ" to be sent to your home address: telephone subscription service: +49 541 310320.

Furthermore, you can try the following papers, which are distributed free of charge to all households:

1) On Wednesdays and Sundays the "Osnabrücker Nachrichten" appears:

<https://www.osnabruecker-nachrichten.de/>

2) On Sundays the "Osnabrücker Sonntagszeitung" appears:

<http://osz-fuhs.de/>

On Stud.IP you can find a bulletin board called '**Schwarzes Brett**' on which among other things often rooms and apartments are offered. There you can also upload a note that you are looking for a room so that other students who are looking for a new flat mate can reply to your message.

<https://studip.uni-osnabrueck.de/plugins.php/schwarzesbrettplugin/category/view/16b367ff5546b7c677d7e1d8ebfd6c23>

### **Housing associations**

The company WGO also offers housing facilities without a fee.

However, a membership fee is charged.

Address: Wohnungsbaugenossenschaft Osnabrück eG

Katharinenstraße 10

49074 Osnabrück

Tel: +49 541 335340

Fax: +49 541 3353444

E-Mail [info@wgo24.de](mailto:info@wgo24.de)

<http://www.wgo24.de/>



## Housing agencies

The following housing agencies help people find apartments and rooms for a commission:

Zweitraum Osnabrück, Am Pappelgraben 9, 49080 Osnabrück, Tel: +49 541 22466, [www.zweitraum-osnabrueck.de](http://www.zweitraum-osnabrueck.de)

## Short-stay periods

The following offer beds for short-stay periods:

1) Penthouse Backpackers, Möserstr. 19, [www.penthousebp.com](http://www.penthousebp.com)

2) Jugendgästehaus, Iburger Straße 183A, [www.jugendherberge.de/Jugendherbergen/Osnabrueck575/Portraet](http://www.jugendherberge.de/Jugendherbergen/Osnabrueck575/Portraet)

It is recommended to make a reservation beforehand. A youth hostel membership card is required for the Jugendgästehaus. This card is valid in 4000 youth hostels all over the world, and costs € 12.50 for students under 27 years and € 21 for those over 27.

## ... university?

### Question:

*How can I join the welcome week?*

### Answer:

The Welcome Week of the International student Center offers the perfect opportunity for International students to get an first overview of the studies, the university and the city of Osnabrück. Usually it takes place the week before the lectures start.

Many things will be discussed and presented during that week, for instance you can do a tour to get to know the library of the university or you can get help opening a bank account.

To join the welcome week it is required to register - Just use the following link to do so:

[https://www.uni-osnabrueck.de/en/prospective\\_students/service/welcome\\_week.html](https://www.uni-osnabrueck.de/en/prospective_students/service/welcome_week.html)

There is not only the welcome week. Many subjects offer their own introductory programs at the beginning of the semester (e.g. one for the students of German studies, one for the students of social science, etc.). The student representatives (Fachschaft) will give you more specific details about their programs.

**Question:**

*What are the times for the different semesters?*

**Answer:**

**Academic Calendar**

1st semester (winter semester)  
October, 1st – March, 31st  
2nd semester (summer semester)  
April, 1st – September, 30<sup>th</sup>

**Lecture period**

Winter semester  
middle of October until middle of February (approx.)  
Summer semester  
beginning of April until beginning of July (approx.)

**Arrival days**

Winter semester beginning of October  
Summer semester beginning of April

**Orientation and Welcome Week**

Winter semester first week in October  
Summer semester first week in April

**Question:**

*How is the German education system organized?*

**Answer:**

There are a number of ways to give courses at German institutions of higher education, some of which we will describe below:

**Seminar (Seminar)**

A seminar is a lesson for a limited number of participants, in which academic problems are portrayed and elaborated in detail. The seminars are usually

subdivided into Bachelor/Master. Students are expected to actively participate in seminars. Proof of academic achievement is usually given after successful completion of a presentation or essay.

**Lecture (Vorlesung)**

In a lecture the subject is conveyed to the students by the lecturer in the form of a presentation. Students are usually only required to listen and make notes. The contents of the lecture must then be worked over at home by the students (or in a special tutorial). Proof of academic achievement is usually given after successful completion of a written examination (Klausur).

**Exercise (Übung)**

An exercise is a class with a limited number of participants, in which students learn how to practically apply the scientific methods of working in a particular field.

**Tutorial (Tutorium)**

A tutorial is a working group linked to a lecture, seminar or exercise, in which the contents of the class are prepared or worked over. Tutorials are usually given by a tutor (generally an advanced student).

**Practical (Praktikum)**

Practicals are natural science classes, in which small groups carry out experimental work. A practical can, however, also be a period of time (usually during the vacations), during which the student gains practical experience in a company or organisation.

**Question:**

*Is there any kind of academic counseling available besides the Intercultural Mentoring?*

**Answer:**

During your stay at Osnabrück University several counselling facilities assist you in planning and organising your studies.

All schools offer specific advice concerning their subjects and courses of studies:

**School of Cultural and Social Sciences**

<http://www.sozialwissenschaften.uni-osnabrueck.de/startseite.html>

**School of Educational and Cultural Studies**

<https://www.fb3.uni-osnabrueck.de/startseite.html>

Institute of Education:

<https://www.paedagogik.uni-osnabrueck.de/startseite.html>

Institute of Music / Musicology:

<https://www.musik.uni-osnabrueck.de/startseite.html>

**School of Physics**

<https://www.physik.uni-osnabrueck.de/startseite.html>

**School of Biology/Chemistry**

<https://www.biologie.uni-osnabrueck.de/biologie.html>

<https://www.chemie.uni-osnabrueck.de/ifc.html>

## **School of Mathematics/Computer Science**

[https://www.mathinf.uni-osnabrueck.de/fachbereich\\_mathematikinformatik.html](https://www.mathinf.uni-osnabrueck.de/fachbereich_mathematikinformatik.html)

## **School of Language and Literary Studies**

Institute of English and American Studies:

[https://www.lili.uni-osnabrueck.de/institut\\_fuer\\_anglistikamerikanistik/verwaltungsekretariat.html](https://www.lili.uni-osnabrueck.de/institut_fuer_anglistikamerikanistik/verwaltungsekretariat.html)

Institute of German Studies

[https://www.lili.uni-osnabrueck.de/institut\\_fuer\\_germanistik/verwaltungsekretariat.html](https://www.lili.uni-osnabrueck.de/institut_fuer_germanistik/verwaltungsekretariat.html)

Institute of Roman Studies / Latin

[https://www.lili.uni-osnabrueck.de/institut\\_fuer\\_romanistiklatinistik/studium\\_und\\_lehre\\_romanistik/fachstudienberatung.html#c17420](https://www.lili.uni-osnabrueck.de/institut_fuer_romanistiklatinistik/studium_und_lehre_romanistik/fachstudienberatung.html#c17420)

[https://www.lili.uni-osnabrueck.de/institut\\_fuer\\_romanistiklatinistik/studium\\_und\\_lehre\\_latinistik/fachstudienberatung.html](https://www.lili.uni-osnabrueck.de/institut_fuer_romanistiklatinistik/studium_und_lehre_latinistik/fachstudienberatung.html)

## **School of Human Sciences**

Health Sciences:

[https://www.igb.uni-osnabrueck.de/studium\\_und\\_lehre/studienberatung.html](https://www.igb.uni-osnabrueck.de/studium_und_lehre/studienberatung.html)

Institute of Cognitive Science:

<https://www.ikw.uni-osnabrueck.de/studiengaenge/studienberatung.html>

Institute of Psychology:

[https://www.psycho.uni-osnabrueck.de/service\\_beratung/studienberatung.html](https://www.psycho.uni-osnabrueck.de/service_beratung/studienberatung.html)

## **School of Economics and Business Administration**

<https://www.wiwi.uni-osnabrueck.de/startseite.html>

## **School of Law**

<https://www.jura.uni-osnabrueck.de/studieninteressierte/fachstudienberatung.html>

**Departmental officers for international affairs** support the International Office, and can advise you in matters regarding your studies. The list of departmental officers can be found e.g. in the university course calendar or online:

<https://www.uni-osnabrueck.de/universitaet/profil/internationalisierung/laenderbeauftragte.html>